



Overview of PO Module Reconciliation

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How the PO Reconciliation Works



- Compares Undelivered Order Balances by CID, Fund, and Allottee from the PO Module to the Undelivered Order Balances by CID, Fund, and Allottee in the General Ledger

Undelivered Orders Calculation



- The Undelivered Order Balances from the Purchasing Module will be calculated using PO Distributions with the following formula: $(\text{Quantity Ordered} - \text{Quantity Cancelled}) - \text{Quantity Delivered}$
- The Undelivered Order Balances from the GL will be calculated by taking the sum of the balances of the following SGL accounts: 48010000 + 48020000 + 48310000 + 48320000 + 48710000 + 48720000 + 48810000 + 48820000

Reconciliation Steps



- Run Undelivered Orders Validator routine (similar to the old DISCAS Validator routines) with Discoverer Tool,
 - Provides all the differences between the PO and GL balances by CID and AFF for a particular allottee
- Run separate PO and GL reports in order to get the details necessary to research why the variances between the two Modules exist
- Use combination of the reports and source documentation to determine the cause of the variance
- After analyzing the differences, take the necessary corrective action in either the PO Module, GL Module, or in some cases both Modules

Reconciliation Reports



- DOE Uncosted Validator Report provides all the differences between PO and GL balances by CID and AFF by allottee
 - CID and AFF (from PO since the PO Module will be the driver for this reconciliation)
 - PO Amt Ordered (from PO Distributions)
 - PO Amt Delivered (from PO Distributions)
 - PO Amt Cancelled (from PO Distributions)
 - PO Amt Undelivered (from PO Distributions)
 - GL Amount Undelivered (from GL JE Lines-CID Custom Table)
 - Undelivered Order Difference (difference between PO Amount Undelivered and GL Amt Undelivered)

Reconciliation Reports



- DOE PO Detail by Distribution by CID and AFF provides detailed PO uncosted information from the PO Summary
 - Inventory Org
 - PO Number
 - PO line, PO shipment, and PO Distribution Numbers
 - Status (Approved, Incomplete, In Process, etc)
 - Transaction Code
 - AFF (all segments)
 - Quantity Ordered
 - Quantity Received
 - Quantity Billed
 - Uncosted
 - Unbilled

Reconciliation Reports



- DOE PO Archives Detail by CID and AFF Report provides the history of a particular PO providing each transaction that has occurred for a particular CID. This report should be used in conjunction with the DOE PO Detail by Distribution by CID and AFF in order to drilldown and determine anomalies in the PO Module
 - Location
 - PO Number
 - PO Revision Number
 - PO Shipment Number
 - PO Distribution Number
 - PO Transaction Code
 - Creation Date
 - Last Update Date
 - Last Updated By
 - Reserved Flag
 - GL Period
 - GL Date
 - AFF (all segments)
 - Quantity Ordered
 - Quantity Received
 - Quantity Billed
 - Quantity Cancelled

Reconciliation Reports



- DOE GL Journal Details Report by CID provides the GL undelivered Order Balances with all JE Lines Details
 - CID
 - Batch Name
 - Journal Name
 - Journal Source
 - Journal Category
 - Period Name
 - Status (posted or unposted)
 - AFF (all of the segments)
 - Entered Debit
 - Entered Credit
 - Net Amount (Entered Debit-Entered Credit)
 - Transaction Code

Reconciliation Transition



- Procedures have been developed and are being validated with the December reconciliation
- Transition to the field offices will begin with the January reconciliation
- Paulette Beall, EFASC, will be contacting each office requesting a reconciliation representative
- Paulette can be reached on (301) 903-3040 or at paulette.beall@hq.doe.gov